



MCS*2000 Business Communication in a
Changing World
Fall 2020

Section: DE01

Department of Marketing and Consumer Studies
Credit Weight: 0.50

Course Details

Calendar Description

This course provides an overview of business communication by reviewing and discussing key issues (such as ethics and globalization), and the components of a business plan. Unit and textbook content is supplemented by business cases and hand-in assignments designed to introduce students to basic business communication skills.

Pre-Requisite(s): 4.00 credits

Co-Requisite(s):

Restriction(s):

Method of Delivery: Online

Final Exam

Date: Wednesday, December 9

Time: 11:30am ET to 12:30pm ET

Location: Online via the **Quizzes** tool in CourseLink

Instructional Support

Instructor

Rob McLean

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Office: MINS Rm: 259

Rob is an Assistant Professor, Marketing Management and Co-op Advisor in the Department of Marketing and Consumer Studies at the University of Guelph. He is also a marketing and communications consultant and has worked in corporate marketing with variety of brands, businesses and organizations.

Teaching Assistant(s)

Name: TBA

Email: TBA

Learning Resources

Required Textbook

Title: Communicating for Results – A Canadian Student’s Guide

Author(s): Carolyn Meyer

Edition / Year: 5th edition

Publisher: Oxford University Press

ISBN-10: 0199036128

ISBN-13: 978-0199036127

You may purchase the textbook at the [Guelph Campus Co-op Bookstore](#) or the [University of Guelph Bookstore](#). Please note that DE textbooks are located in the Distance Education section of the University of Guelph Bookstore.

<https://bookstore.coop/>

<http://www.bookstore.uoguelph.ca/>

Ares

For this course, you will be required to access course reserve materials through the University of Guelph McLaughlin Library. To access these items, select **Ares** on the navbar in CourseLink. Note that you will need your Central Login ID and password in order to access items on reserve.

For further instructions on accessing reserve resources, visit [How to Get Course Reserve Materials](#).

If at any point during the course you have difficulty accessing reserve materials, please contact the e-Learning Operations and Reserve Services staff at:

Tel: 519-824-4120 ext. 53621

Email: libres2@uoguelph.ca

Location: McLaughlin Library, First Floor, University of Guelph

<https://v2.lib.uoguelph.ca/find/course-reserves-ares/how-get-course-reserve-material>

Learning Outcomes

Course Learning Outcomes

By the end of this course, you should be able to:

1. Create, conduct and deliver efficient, informative written, verbal, and non-verbal communications in order to persuasively develop a targeted audience's comprehension
 2. Anticipate audience needs and expectations and adapt behaviour to meet those needs, assessing and leveraging specialized vocabularies employed in specific business contexts (e.g. corporate, organizational, community benefit, intercultural)
 3. Apply course concepts and best practices to effectively research, plan, write and present information
 4. Cultivate professional credibility, self-awareness, situational adaptability and confidence
 5. Effectively create and implement different formats of business communication (e.g. reports, proposals, plans, routine messages)
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Teaching and Learning Activities

Method of Learning

This course has 12 units, so each week you will begin a new unit. Every unit has a particular topic or focus centering around various forms of communications in business contexts.

Course Structure

This course contains the following units:

- **Unit 01:** The Purpose of Business Communication
- **Unit 02:** The Communication Process
- **Unit 03:** Planning, Writing, and Revising Business Messages
- **Unit 04:** Interpersonal Communication
- **Unit 05:** Business Writing Style
- **Unit 06:** Reports and Proposals
- **Unit 07:** Formats of Business Communication
- **Unit 08:** Persuasive Communication
- **Unit 09:** Unwelcome Communication
- **Unit 10:** Intercultural Communication
- **Unit 11:** Online Communication
- **Unit 12:** Professionalism and Credibility

What to Expect for Each Unit

Each unit begins with an Overview section. Within Overview, you will find a brief introduction that describes the major topics covered within the unit and is accompanied with an introductory video that provides context for the learning that follows. The Unit learning outcomes describe what you will be able to achieve by the end of the unit.

Unit content is broken down according to the major topics found in the introduction. Within the content you will find further opportunities to deepen your learning through blue boxes called Resources.

Each unit ends with a Summary section. In the summary section you will find three key directors:

- Where We've Been: A wrap-up of the unit
- Where We're Going Next inform about to expect in the next unit
- What's Coming Up Ahead: a larger overview for how learning will progress through the course

Schedule

It is strongly recommended that you follow the course schedule provided below. The schedule outlines what you should be working on each week of the course and lists the important due dates for the assessments. By following the schedule, you will be better prepared to complete the assessments and succeed in this course.

Unit 01: The Purpose of Business Communication

Week 1 - Thursday, September 10 to Sunday, September 20

Readings

- Unit 01 Content
- Textbook – Chapter 1

Activities

- Familiarize yourself with the course website by selecting **Start Here** on the navbar.
- Review **Outline** and **Assessments** on the course website to learn about course expectations, assessments, and due dates.
- Complete the **Introduction** discussion. See the Introduction discussion board in Discussions for further details.
- Unit 01 Resources activities

Assessments

- Complete Quiz #1 – Opens Thursday, September 10 @ 8:00 AM ET and closes Sunday, September 20 @ 11:59 PM ET

Unit 02: The Communication Process

Week 2 - Monday, September 21 to Sunday, September 27

Readings

- Unit 02 Content
- Textbook: Chapter 2

Activities

- Unit 02 Resource activities

Assessments

- Complete Quiz #2 – Opens Monday, September 21 @ 8:00 AM ET and closes Sunday, September 27 @ 11:59 PM ET

Unit 03: Planning, Writing, and Revising Business Messages

Week 3 – Monday, September 28 to Sunday, October 4

Readings

- Unit 03 Content

- Textbook: Chapter 3

Activities

- Unit 03 Resource activities

Assessments

- Complete Quiz #3 – Opens Monday, September 28 @ 8:00 AM ET and closes Sunday, October 4 @ 11:59 PM ET
- Introductory Letter to Client due by Sunday, October 4 @ 11:59 PM ET

Unit 04: Interpersonal Communication

Week 4 – Monday, October 5 to Sunday, October 11

Readings

- Textbook: Chapters 10 and 13

Activities

- Unit 04 Resource activities

Assessments

- Complete Quiz #4 – Opens Monday, October 5 @ 8:00 AM ET and closes Sunday, October 11 @ 11:59 PM ET
- Presentation Development (Team Assignment 2): Milestone #1 due by Sunday, October 11 @ 11:59 PM ET

Unit 05: Business Writing Style

Week 5 – Monday, October 12 to Sunday, October 18

Readings

- Textbook: Chapter 4 and 5

Activities

- Unit 05 Resource activities

Assessments

- Complete Quiz #5 – Opens Monday, October 12 @ 8:00 AM ET and closes Sunday, October 18 @ 11:59 PM ET
- Video Presentation due by Sunday, October 18 @ 11:59 PM ET

Unit 06: Reports and Proposals

Week 6 – Monday, October 19 to Sunday, October 25

Readings

- Textbook: Chapter 11 and 12

Activities

- Unit 06 Resource activities

Assessments

- Complete Quiz #6 – Opens Monday, October 19 @ 8:00 AM ET and closes Sunday, October 25 @ 11:59 PM ET

Unit 07: Formats of Business Communication

Week 7 – Monday, October 26 to Sunday, November 1

Readings

- Textbook: Chapter 6 and 7

Activities

- Unit 07 Resource activities

Assessments

- Complete Quiz #7 – Opens Monday, October 26 @ 8:00 AM ET and closes Sunday, November 1 @ 11:59 PM ET

Unit 08: Persuasive Communication

Week 8 – Monday, November 2 to Sunday, November 8

Readings

- Textbook: Chapter 9

Activities

- Unit 09 Resource activities

Assessments

- Complete Quiz #8 – Opens Monday, November 2 @ 8:00 AM ET and closes Sunday, November 8 @ 11:59 PM ET
- Team Project - Business Report (Milestone #2) due Sunday, November 8 @ 11:59 PM ET

Unit 09: Unwelcome Communication

Week 9 – Monday, November 9 to Sunday, November 15

Readings

- Textbook: Chapter 8

Activities

- Unit 09 Resource activities

Assessments

- Complete Quiz #9 – Opens Monday, November 9 @ 8:00 AM ET and closes Sunday, November 15 @ 11:59 PM ET
- Team Project - Presentation Development (Milestone #3) due Sunday, November 15 @ 11:59 PM ET

Unit 10: Intercultural Communication

Week 10 – Monday, November 16 to Sunday, November 22

Readings

- Textbook: Chapter 2

Activities

- Unit 10 Resource activities

Assessments

- Complete Quiz #10 – Opens Monday, November 16 @ 8:00 AM ET and closes Sunday, November 22 @ 11:59 PM ET
- Letter of Complaint due by Sunday, November 22 @ 11:59 PM ET

Unit 11: Online Communication

Week 11 – Monday, November 23 to Sunday, November 29

Readings

- Textbook: Chapter 14

Activities

- Unit 11 Resource activities

Assessments

- Complete Quiz #11 – Opens Monday, November 23 @ 8:00 AM ET and closes Sunday, November 29 @ 11:59 PM ET

Unit 12: Professionalism and Credibility

Week 12 – Monday, November 30 to Friday, December 4

Readings

- Review all previously assigned readings

Activities

- Unit 12 Resource activities

Assessments

- Prepare for the final exam.

Assessments

The grade determination for this course is indicated in the following table. A brief description of each assessment is provided below. Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of each assessment. Due dates can be found under the Schedule heading of this outline.

Table 1: Course Assessments

Assessment Item	Weight	Learning Outcomes
Quizzes	15%	2,3,4
Introductory Letter to Client	10%	1,3,4,5
Video Presentation	15%	1,2,3,4,5
Business Report – Team Project	15%	1,2,3,4,5
Team Project – Presentation Development	10%	1,2,3,4, 5
Letter of complaint	10%	1,2,3,4,5
Final Exam	25%	2, 3, 4
Total	100%	

Assessment Descriptions

Quizzes

Starting with Unit 01 and ending with Unit 11, each unit will have a quiz. Each quiz covers specific content from within each unit (which includes unit content, your textbook, and any other assigned content).

The quizzes are an individual assessment and should be written without the assistance of your classmates, course notes, or readings. Each quiz contains a mixture of question types (e.g. multiple-choice, true/false) and consist of 30 questions randomly selected from a broad volume of possible questions. All answers are randomized too. It is therefore recommended that you not work alongside classmates, since you will be looking at completely different questions. The quizzes are an individual assessment of your comprehension of the textbook content and should be written without the assistance of your classmates, course notes, or readings.

Introductory Letter to a Client

This independent writing assignment is designed to give you a chance to apply concepts you have learned in order to write a formal introductory letter to a new client. For the sake of this assignment, create a fictional company that you will be working with in a role of your choice (e.g. “I am looking forward to consulting with your accounting team on the implementation of new bookkeeping methods.”) In this letter, you will introduce yourself to this new client – and the letter’s content will establish their first impression of you.

Video Presentation

You will record an independent verbal presentation using the video recorder function on your computer, tablet, video camera, or phone. Consider this a professional submission: think about camera placement, body language, verbal content, non-verbal communication, sound quality, your surroundings, and personal presentation. Be professional and confident in your presentation and its content.

Business Report

You and your team are filling the role of business communications consultants. A leadership team has instructed you to deliver a report that analyses a recent crisis, and you must provide recommendations for future business communications.

Team Project – Presentation Development

The ability to present important information in a concise, persuasive manner is an essential business skill. An equally important skill for most workplaces is the ability to engage with work teams and individuals with diverse backgrounds and experiences. You must learn to establish team norms, facilitate division of labour, and negotiate individual needs to achieve your goals.

Because this is an online course, we won't be delivering physical presentations - but this assignment requires you to create a team presentation, doing everything but actually delivering the presentation to an audience.

Letter of Complaint

Write a formal letter of complaint to an employer, captured on a one-page PDF document. The letter content can certainly be fictional. Potential topics may include an HR grievance, a remuneration concern, a disagreement with management direction, or anything related to your employee satisfaction.

Final Exam

This course requires you to write an online final exam using the **Quizzes** tool in CourseLink. In this course you will complete a final exam. The two-hour exam will be scheduled by the university during the examination period. Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of the final exam.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Wednesday, December 9**. To accommodate students who may be located in various time zones, the exam will be available beginning at **11:30am to 12:30pm** Eastern Time (ET). You can enter the exam at any point during this window of time but will only have 2 hours to complete it from when you start writing. For example, if you start writing the exam by 12:00 pm, you will have until 2:00 pm to complete it. After 12:30 pm ET you will no longer be able to enter the exam environment.

University of Guelph degree and associate diploma students must check [WebAdvisor](#) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](#) for their examination schedule.

<https://webadvisor.uoguelph.ca>

<http://opened.uoguelph.ca/student-resources/Open-Learning-Program-Final-Exam-Schedule>

<http://opened.uoguelph.ca/student-resources/final-exams>

Course Technology Requirements and Technical Support

CourseLink System Requirements

You are responsible for ensuring that your computer system meets the necessary [system requirements](#). Use the [browser check](#) tool to ensure your browser settings are compatible and up to date. (Results will be displayed in a new browser window).

<http://spaces.uoguelph.ca/ed/system-requirements/>

<https://courselink.uoguelph.ca/d2l/systemCheck>

Technical Skills

As part of your online experience, you are expected to use a variety of technology as part of your learning:

- Manage files and folders on your computer (e.g., save, name, copy, backup, rename, delete, and check properties);
- Install software, security, and virus protection;
- Use office applications (e.g., Word, PowerPoint, Excel, or similar) to create documents;
- Be comfortable uploading and downloading saved files;
- Be comfortable using the camera and video features on your computer, phone or tablet
- Communicate using email (e.g., create, receive, reply, print, send, download, and open attachments);
- Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **Quizzes**, **Discussions**, and **Grades** (the instructions for this are given in your course);
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Chrome); and
- Perform online research using various search engines (e.g., Google) and library databases.

Technical Support

If you need any assistance with the software tools or the CourseLink website, contact CourseLink Support.

CourseLink Support

University of Guelph

Day Hall, Room 211

Email: courselink@uoguelph.ca

Tel: 519-824-4120 ext. 56939

Toll-Free (CAN/USA): 1-866-275-1478

Walk-In Hours (Eastern Time):

Monday thru Friday: 8:30 am–4:30 pm

Phone/Email Hours (Eastern Time):

Monday thru Friday: 8:30 am–8:30 pm

Saturday: 10:00 am–4:00 pm

Sunday: 12:00 pm–6:00 pm

Course Specific Standard Statements

Acceptable Use

The University of Guelph has an [Acceptable Use Policy](#), which you are expected to adhere to.

<https://www.uoguelph.ca/ccs/infosec/aup>

Communicating with Your Instructor

During the course, your instructor will interact with you on various course matters on the course website using the following ways of communication:

- **Announcements:** The instructor will use **Announcements** on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.
- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 48 to 72 hours.
- **Skype:** If you have a complex question you would like to discuss with your instructor, you may book a Skype meeting. Skype meetings depend on the availability of you and the instructor, and are booked on a first come first served basis.

Netiquette Expectations

For distance education courses, the course website is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply, plus other policies and considerations that come into play specifically because these courses are online.

Inappropriate online behaviour will not be tolerated. Examples of inappropriate online behaviour include:

- Posting inflammatory messages about your instructor or fellow students;
- Using obscene or offensive language online;
- Copying or presenting someone else's work as your own;

- Adapting information from the Internet without using proper citations or references;
- Buying or selling term papers or assignments;
- Posting or selling course materials to course notes websites;
- Having someone else complete your quiz or completing a quiz for/with another student;
- Stating false claims about lost quiz answers or other assignment submissions;
- Threatening or harassing a student or instructor online;
- Discriminating against fellow students, instructors, and/or TAs;
- Using the course website to promote profit-driven products or services;
- Attempting to compromise the security or functionality of the learning management system;
- Sharing your username and password; and
- Recording lectures without the permission of the instructor.

Submission of Assignments to Dropbox

All assignments for this course should be submitted electronically via the online **Dropbox** tool. When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

Be sure to keep a back-up copy of all of your assignments in the event that they are lost in transition. In order to avoid any last-minute computer problems, your instructor strongly recommend you save your assignments to a cloud-based file storage (e.g., Google Docs), or send to your email account, so that should something happen to your computer, the assignment could still be submitted on time or re-submitted.

It is your responsibility to submit your assignments on time as specified on the Schedule. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that **technical difficulty is not an excuse not to turn in your assignment on time**. Don't wait until the last minute as you may get behind in your work.

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or [CourseLink Support](#).

<http://spaces.uoguelph.ca/ed/contact-us/>

Late Policy

If you choose to submit your individual assignments to the **Dropbox** tool late, the full allocated mark will be reduced by 20% per day after the deadline for the submission of the assignment to a limit of five days at which time access to the **Dropbox** folder will be closed.

Extensions will be considered for medical reasons or other extenuating circumstances. If you require an extension, discuss this with the instructor as soon as possible and well before the due date. Barring exceptional circumstances, extensions will not be granted once the due date has passed. These rules are not designed to be arbitrary, nor are they inflexible. They are designed to keep you organized, to ensure that all students have the same amount of time to work on assignments, and to help to return marked materials to you in the shortest possible time.

Obtaining Grades and Feedback

Unofficial assessment marks will be available in the **Grades** tool of the course website.

Your instructor will have grades posted online within 2 weeks of the submission deadline, if the assignment was submitted on time. Once your assignments are marked you can view your grades on the course website by selecting **Grades** from the **Tools** dropdown menu on the navbar. Your course will remain open to you for seven days following the last day of the final exam period.

University of Guelph degree students can access their final grade by logging into [WebAdvisor](#) (using your U of G central ID). Open Learning program students should log in to the [OpenEd Student Portal](#) to view their final grade (using the same username and password you have been using for your courses).

<https://webadvisor.uoguelph.ca>

<https://courses.opened.uoguelph.ca/portal/logon.do?method=load>

Rights and Responsibilities When Learning Online

For distance education (DE) courses, the course website is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply, plus other policies and considerations that come into play specifically because these courses are online.

For more information on your rights and responsibilities when learning in the online environment, visit [Rights and Responsibilities](#).

<http://opened.uoguelph.ca/student-resources/rights-and-responsibilities>

Turnitin Originality Check

In this course, your instructor will be using Turnitin, integrated with the CourseLink **Dropbox** tool, to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to maintain academic integrity at the University of Guelph.

All individual assignments submitted to the **Dropbox** tool will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting

plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

A major benefit of using Turnitin is that you will be able to educate and empower yourself in preventing academic misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.

University Standard Statements

University of Guelph: Undergraduate Policies

As a student of the University of Guelph, it is important for you to understand your rights and responsibilities and the academic rules and regulations that you must abide by.

If you are a registered **University of Guelph Degree Student**, consult the [Undergraduate Calendar](#) for the rules, regulations, curricula, programs and fees for current and previous academic years.

If you are an **Open Learning Program Student**, consult the [Open Learning Program Calendar](#) for information about University of Guelph administrative policies, procedures and services.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/>

<http://opened.uoguelph.ca/student-resources/open-learning-program-calendar>

Email Communication

As per university regulations, all students are required to check their uoguelph.ca e-mail account regularly: e-mail is the official route of communication between the University and its students.

When You Cannot Meet Course Requirements

When you find yourself unable to meet an in-course requirement due to illness or compassionate reasons, please advise your course instructor **in writing**, with your name, ID number and email contact.

University of Guelph Degree Students

Consult the [Undergraduate Calendar](#) for information on regulations and procedures for Academic Consideration.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Open Learning Program Students

Please refer to the [Open Learning Program Calendar](#) for information on regulations and procedures for requesting Academic Consideration.

<http://opened.uoguelph.ca/student-resources/open-learning-program-calendar>

Drop Date

University of Guelph Degree Students

Students will have until the last day of classes to drop courses without academic penalty. [Review the Undergraduate Calendar for regulations and procedures for Dropping Courses.](#)

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

Open Learning Program Students

Please refer to the [Open Learning Program Calendar](#).

<http://opened.uoguelph.ca/student-resources/open-learning-program-calendar>

Copies of Assignments

Keep paper and/or other reliable back-up copies of all assignments: you may be asked to resubmit work at any time.

Accessibility

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment.

University of Guelph Degree Students

Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact Accessibility Services as soon as possible.

For more information, contact Accessibility Services at 519-824-4120 ext. 56208, [email Accessibility Services](#) or visit the [Accessibility Services website](#).

accessibility@uoguelph.ca

<https://wellness.uoguelph.ca/accessibility/>

Open Learning Program Students

If you are an Open Learning program student who requires academic accommodation, please [contact the Academic Assistant to the Executive Director](#). Please ensure that you contact us before the end of the first week of your course (every semester) in order

to avoid any delays in support. Documentation from a health professional is required for all academic accommodations. Please note that all information provided will be held in confidence.

If you require textbooks produced in an alternate format (e.g., DAISY, Braille, large print or eText), please [contact the Academic Assistant to the Executive Director](#) at least two months prior to the course start date. If contact is not made within the suggested time frame, support may be delayed. It is recommended that you refer to the course outline before beginning your course in order to determine the required readings.

The provision of academic accommodation is a shared responsibility between OpenEd and the student requesting accommodation. It is recognized that academic accommodations are intended to “level the playing field” for students with disabilities.

jessica.martin@uoguelph.ca

Academic Misconduct

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The [Academic Misconduct Policy](#) is detailed in the Undergraduate Calendar.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Copyright Notice

Content within this course is copyright protected. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course, or have been copied under an exception or limitation in Canadian Copyright law.

The fair dealing exemption in Canada's Copyright Act permits students to reproduce short excerpts from copyright-protected materials for purposes such as research, education, private study, criticism and review, with proper attribution. Any other copying, communicating, or distribution of any content provided in this course, except as permitted by law, may be an infringement of copyright if done without proper license or

the consent of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to a commercial third party web site, or making paper or electronic reproductions of all, or a substantial part, of works such as textbooks for commercial purposes.

Students who upload to CourseLink copyrighted materials such as book chapters, journal articles, or materials taken from the Internet, must ensure that they comply with Canadian Copyright law or with the terms of the University's electronic resource licenses.

For more information about students' rights and obligations with respect to copyrighted works, review [Fair Dealing Guidance for Students](#).

http://www.lib.uoguelph.ca/sites/default/files/fair_dealing_policy_0.pdf

Plagiarism Detection Software

Students should be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and to examine students orally on submitted work. For students found guilty of academic misconduct, serious penalties, up to and including suspension or expulsion from the University can be imposed.

Recording of Materials

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings and academic schedules. Any such changes will be announced via CourseLink and/or class email. All University-wide decisions will be posted on the [COVID-19 website](#) and circulated by email.

<https://news.uoguelph.ca/2019-novel-coronavirus-information/>

Illness

The University will not require verification of illness (doctor's notes) for the Fall 2020 or Winter 2021 semesters.